



# Show-Me

The "Official" Newsletter of Literacy in Missouri

SPECIAL EDITION, JUNE 2008

ISSUE NO. 138

Literacy...

## 2008 Summer Workshops

Brought to you by the nice people who work for the Professional Development Center

We are going "green" this year, but will have great topics for you to choose from to earn ten (yes, count 'em, 10) Professional Development credits for only one day of seat time.

OK, there will be something for you to do before attending the workshop. It is a Pre- Workshop Activity (PWA), nothing new to you! You can pick and choose the time and date to work on the PWA, but it needs to come with you to the Summer Workshop.

ABE/ASE Summer Workshops topics are:

***The Matrix*** (Math games and Science)

***Super Size Me!*** (Health Literacy lessons for the classroom)

***Missouri INK*** (What fun are tattoos?)

***Back to the Future*** (What are millennials and responsive classrooms?)

MORE INFORMATION WILL BE HEADING YOUR WAY!!

*Summer Workshops,  
Cont. on page 3*

The mission of the "Show-Me Literacy Newsletter is to provide professional information-sharing, resources and news about adult education and literacy.

# 2008 Summer Workshops

## Where you can participate

To ensure you are able to fully participate in the training event and to avoid computer and technical issues, we recommend that you participate in the session in a computer lab or local program office computer.

The local program director can allow you to complete the training at home or at another location as long as you are aware that technical difficulties are more likely to occur. Many home computers are not always set up with the optimal settings needed to run Horizon Wimba properly and you may not have the technical assistance at home to fix some issues that come up. Running the Setup Wizard well in advance will certainly help with this.

## Paperwork

Prior to the training event, you will receive a handout packet and evaluation. There will not be a sign in sheet. The PDC staff member facilitating the workshop will take roll to record that the teachers participated.

## Evaluation Form

After the online training has completed, we ask you to fill out the evaluation form. Please mail the evaluations to:

MAEL PDC  
1301 Main Street  
Trenton, MO 64683

Be sure to check out [www.maelpdc.org](http://www.maelpdc.org) for the online workshops being offered. This is a fun and convenient way to earn professional development credit.

# Summer 2008 Pre-Workshop Activity

Pre-workshop activity is required to earn the 10 hours of PD credit. No partial credit will be awarded.

✦ Baseline Articles (required reading prior to attending workshop).

- o <http://humanresources.about.com/od/managementtips/a/millennials.htm>
- o [http://humanresources.about.com/od/conflictresolution/a/generationquiz\\_2.htm](http://humanresources.about.com/od/conflictresolution/a/generationquiz_2.htm)
- o <http://www.educause.edu/ir/library/pdf/erm0342.pdf>
- o [http://findarticles.com/p/articles/mi\\_m0JSD/is\\_8\\_62/ai\\_n15623746](http://findarticles.com/p/articles/mi_m0JSD/is_8_62/ai_n15623746)
- <http://www.educause.edu/ir/library/pdf/ELI3004.pdf>

✦ Research each of the following topics. Bring an article for each topic with you to the workshop.

- o Classroom Management
- o Health Literacy
- o Alternative Fuels
- Tattoos in the Workplace

Use the form below to summarize your articles and how they relate to the adult education classroom. This form will be turned in at the workshop.

Be prepared to sit on a panel and discuss the articles you have researched.

### Article Write up:

Use this form to summarize each of your four researched articles and how they relate to your classroom.

Name:	Program:
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**Classroom Management:** Article Name:

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Brief Summary:-----

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How does this article relate to your classroom?

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**Health Literacy:** Article Name:

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Brief Summary:-----

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How does this article relate to your classroom?

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**Alternative Fuels:** Article Name\_\_\_\_\_

Brief Summary:-----

How does this article relate to your classroom?

**Tattoos in the Workplace:** Article Name\_\_\_\_\_

Brief Summary:

How does this article relate to your classroom?

## Technology Training For Teachers

Contact Person: Tina Liston,  
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[www.maelpdc.org](http://www.maelpdc.org)

Technology and multimedia applications are an integral part of the learning environment today. There is an increasing need for teachers to show students how to utilize computer skills for workplace readiness as well as a resource for learning.

The MAEL-PDC will present a *Technology in the AEL Classroom* workshop at St. Charles Community College on July 22 in room 101 of the Technology Building. The workshop is divided into two 2-hour sessions; one from 8:00-10:00 am and the second from 10:00am-12:00 pm. The first session will help teachers learn to better use a personal computer. The second two hours will be used to find classroom resources on the internet.

This workshop is a fun and effective way for classroom teachers to earn professional development hours and they can enroll for either or both sessions for a total of 2 or 4 hours of credit. Space is limited and teachers need to contact their directors to sign up. For more information, visit the PDC's website at [www.maelpdc.org](http://www.maelpdc.org).

# Classroom Management

Are you a person who wants to relive the good ole days? Would you jump at the chance to go back in time? Do you not understand kids these days?

If you answered yes to any of these questions, it may be time for a summer workshop on classroom management from the PDC. So all you cool cats and groovy chicks, need not flip out, over having the younger generation in your classroom. Just chill out and get the 411 this summer. Soon you and your students will be B.F.F.'s, and everyone will think you're the bombdignity.

My session of the summer workshop will be on a new classroom management style called the responsive classroom. We will be actively exploring its use and how it fits in with educating the Millennial Generation (Students born between 1982 and 2002).

Catch all you cats on the flip-side!

## Social Identity

As you read, consider the following questions:

What is social identity?

Is it relevant to me as an adult ed ESL teacher, given the constraints under which I operate and the resources that I have available?

Is losing a part of yourself, which Baez claims as a given, such a bad thing, if it allows you to function well, even prosper, in a new environment?

What about the Senegalese farmers? Is there anything pertinent to my classroom here?

Consider Martina and Eva's attempts to take on Canadian society—do these vignettes have any relevance to their role as students in an ESL classroom?

Do I already do some things that might take into consideration the identities that my students bring to the classroom? Should I try to do more, or is this new to me? Is it useful to me? How and why? Of if not, why not?

Write a one to two page personal reflection on the readings in which you comment on the discussion questions above or your own personal thoughts on social identity and its place in the ESL adult education classroom.

Finally, choose one favorite activity that you use in your classroom, and bring it to the workshop. We will spend some time examining regular classroom activities for ways to incorporate some ideas about student identity while working on English.

## Games, Games, and more Games

Bring your inner child to the math portion of the summer workshop to experience learning by playing games. Learning and fluency can be fun when acquired in the context of competitive games - just ask any child on a playground or millennial in the virtual world. Additionally, teachers can gain immediate feedback on progress and mastery while students are playing games. We will be playing card and board games and exploring several facets of tangrams. Many of the games you will be playing foster team work and cooperative approaches designed to appeal to our millennial generation of students. You are also invited to bring your favorite classroom game that enhances math skills and handouts for 25 participants.

## Is the High Price of Gas Getting You Down?

If you are like me, the surge in gas prices this last year has affected how I drive, where I drive, and how often I drive. Just this morning at a local fitness center, the owner and I were discussing how gas mileage has become almost the most important consideration in shopping for a replacement vehicle. She has also noticed a significant drop in her membership, many resigning their memberships because they can no longer afford the extra trip, even to participate in a program that provides significant health benefits. The cost of transportation also affects our students, causing many of them to rethink their priorities. If they are working, they need to conserve gas for traveling to and from work. If they are unemployed, they don't have the money for anything but the essentials.

This is the perfect time to introduce the scientific method of inquiry to your students in the context of relevant personal experiences, media exposure, and governmental debate. The editorial pages of newspapers are rife with cartoons and columns reflecting national interest in our overdependence on foreign oil and how to move away from fossil fuels, especially oil, as an energy source. Our presidential candidates are proposing various strategies designed to appeal to potential voters, among them lifting the federal taxes on gasoline for the summer. Even in our own Missouri legislature, there is talk of revisiting the recently enacted law that all gasoline fuel in Missouri must be blended with ethanol. Your research for the summer workshop on this topic combined with the information you will receive from discussing your fellow teachers' research will give you a jump start in introducing this topic to your students.

# 2008 Summer Pre-Certification Workshops and Beginning Teacher Assistance Program Workshops

## Pre-Certification Workshops

DATE	LOCATION	TIME
Friday & Saturday 7/25 & 7/26	North Kansas City Northland Human Service Center 3100 NE 83 <sup>rd</sup> St. Suite 2450 <b>Kansas City</b>	Friday: 1:30-5:30 Saturday: 8:30-5:30
Tuesday & Wednesday 8/5 & 8/6	<b>St. Charles</b> Community College 4601 Mid Rivers Mall Drive Social Sciences Building, Rm 1201	Tuesday: 8:30-5:30 Wednesday: 8:30-12:30
**Monday & Tuesday 8/18 & 8/19	Ozark Technical College 1001 E. Chestnut Expressway Graff Hall, Rm. 122 <b>Springfield</b>	Monday: 8:30-5:30 Tuesday: 8:30-12:30

\*\* There will NOT be an ESL component for this workshop.

A pre-workshop activity is in the form of a video for teachers to view before attending. A post-workshop activity is required within 30 days of attendance and then teacher may apply for certification.

## Beginning Teacher Assistance Program

DATE	LOCATION	TIME
Wednesday & Thursday 7/23 & 7/24	East Hills Public Library 502 N. Woodbine <b>St. Joseph</b>	Wednesday: 1:30-5:30 Thursday: 8:30-5:30
Wednesday & Thursday 8/6 & 8/7	<b>St. Charles</b> Community College 4601 Mid Rivers Mall Drive Social Sciences Building, Rm 1201	Wednesday: 1:30-5:30 Thursday: 8:30-5:30

A post-workshop activity is required within 30 days of attendance.

Please use the MAEL PDC enrollment form to register teachers for attendance.

Lunch will be provided on each full day.



# New and Improved PCW

**Contact Person: Jana Groner**

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**email address: [jgroner@mail.ncmissouri.edu](mailto:jgroner@mail.ncmissouri.edu)**

A new and improved version of the Pre Certification Workshop (PCW) was rolled out in January 2008 with more interaction and activities to ensure that our new teachers are well grounded in Missouri's Adult Education and Literacy program and procedures. The 2008 PCW's allow more opportunity for teachers to share ideas and to discuss classroom experiences through the use of case studies to create student folders with assignments and ACES record keeping. Content Standards are also introduced to both English as a Second Language (ESL) teachers and regular classroom (Adult Basic Education and Adult Secondary Education - ABE/ASE) teachers. All new teachers will receive their Content Standards booklets at the PCW's, and ESL teachers will also be given an overview of CASAS. Consequently, teachers attending PCW's subsequent to January 1, 2008, will not need to complete an introductory content standards in-service.

To complement the new PCW, the post workshop activity (PWA) has also been revamped and split into a pre workshop activity and a post workshop activity. The pre workshop activity has been placed on a DVD for teachers to review prior to attending a PCW and included (1) certification information from Debbie Butcher, DESE Certification Supervisor, (2) GED On-Line information presented by Tina Liston, a GED On-Line teacher and professional development specialist, (3) a panel of professional development specialists discussing their classroom experiences, and (4) a series of documents, including new teacher tips. The revised PWA is also included on the DVD.

The entire PCW remains a 16 hour workshop, 12 hours of classroom attendance and 4 hours of pre and post workshop activities, and is a wonderful introduction to the AEL world for new teachers. Rest assured that the Professional Development Center has taken every effort to provide the best preparation for your new teachers with this revamped workshop.

# New GED Tests in 2012

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The anticipated new GED test that had been expected in 2011 has been postponed to 2012. In April 2008 The General Educational Development Testing Service™ (GED® Testing Service) of the American Council on Education announced the development of a new 2012 Series of the GED Tests, which will be released on January 1, 2012. Other non English-language editions will be released in 2013.

This is the fifth update in test history with the last series of tests being released in 2002. The specifications for the GED Tests are assessed at regular intervals to certify that content reflects current curricular and academic standards for high school graduates across the United States and Canada. The expectations of a high school curriculum in 2002 differ from those that will be expected in 2012. The new 2012 Series GED Tests will reflect current curricular and academic standards for high school graduates across the United States and Canada.

No major increase or decrease in testing time is anticipated and the essay component the Language Arts, Writing content area test will remain the same. Special editions (e.g. Braille, large print) and accommodations will be available. The passing standard for the 2012 Series GED Tests won't be determined until 2011 with the aid of data on graduating high school seniors who will take the GED Tests as part of a study in 2011. The new GED Official Practice Tests will be available in the fall of 2011.

All GED examinees should be advised that scores earned on the current 2002 series or previous tests will not be able to be combined with those earned on the new 2012 Series GED Tests. By December 31, 2011, examinees must have taken and earned minimum scores on all five content area tests (Language Arts, Reading; Language Arts, Writing; Social Studies; Science; and Mathematics) and earned the minimum total score on the 2002 series, or they will need to take the *entire* 2012 Series test battery. Over 700,000 people participate in GED testing each year.

A list of Frequently Asked Questions and additional information related to the release of the 2012 Series GED Tests can be found on the GED Testing Service website ([www.acenet.edu](http://www.acenet.edu)). This site also offers information on Official GED Testing Centers and general GED testing tips.

Information Source: <http://www.acenet.edu/>

# Online Workshops on HorizonWimba

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[www.maelpdc.org](http://www.maelpdc.org)

To provide more flexibility to AEL teachers and directors, the PDC is continuing to add more online workshops. These online training events are held on Horizon Wimba, which is our online training center. The online trainings are interactive and with a live presenter. The participant can listen and talk with the presenter as well as other participants that are logged in.

You will need to complete a set up process, using a Setup Wizard, to make sure your computer is ready Horizon Wimba. This can be done on an individual computer, such as a director's computer, your computer at home, or in a computer lab. The Setup Wizard will guide you through a series of tests to ensure that your computer is ready. Depending on the speed of your computer and your internet connection, the Wizard may take a few minutes to complete.

The Setup Wizard is step by step, but please be sure to read these instructions carefully. It is recommended that you run the Set-up wizard at least 24 hours before the event in case you need technical assistance.

## To Run the Set-Up Wizard

Go to <http://channel.horizonlive.com> to get to the Horizon Wimba Welcome window.

On the right side of the screen you will see the link to start the Set-up wizard- click on "Run the Set-up Wizard"

The wizard will walk you through all of the steps to get your computer ready

If you get any kind of error message, then you will more than likely have trouble participating online. Whether it is a connection problem or an audio problem now is the time to get it figured out, rather than a few minutes before the training event. If you get an error message, the wizard will allow you to skip over that part. If you do so, the wizard may say that you have passed, however, if that issue isn't resolved you will probably have trouble during the training.

If your computer does not pass the wizard, or you get an error message, you can check the Horizon Wimba Troubleshooting page on our website at [www.maelpdc.org](http://www.maelpdc.org) for help in resolving the issue. Pop-up blockers and firewalls are usually the problem.

Make sure you have the necessary equipment to participate.

- Computer with Internet access, High Speed is preferred, but not required.
- Access to one computer per participant.
- Headphones preferably, but speakers will work.
- Microphones are preferred, but not required.

Once your computer is checked out, you are ready to participate.

## To log in to Horizon Wimba:

Go to <http://channel.horizonlive.com> to get to the *Horizon Wimba Welcome* window.

Click on the **Participant Login** button.

For ROOM ID type '**maelpdc**' in small caps only.

For the NAME type in *your* **First** and **Last Name**,.

The next window you see will be the "Lobby"

Once you are connected, you will see the **maelpdc** link under "Live Classes"

Click on that line and it will take you into the MAELPDC classroom.

# Microsoft Excel and Word Trainings on Horizon Wimba

Contact Person: Tina Liston,  
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[www.maelpdc.org](http://www.maelpdc.org)

In August the MAEL-PDC staff will once again offer online workshops on Microsoft Excel and Microsoft Word. The August trainings will be Office 2003 version, but 2007 will be offered in a few months. On Friday, August 22<sup>nd</sup> Basic Word will be from 9-11 and Basic Excel from 2-4. On Friday August 29<sup>th</sup>, Advance Word will be from 9-11 and Advanced Excel from 2-4.

The workshops are designed to introduce beginners and give tips to experienced users in the most popular functions of these popular Microsoft application software programs.

Microsoft Excel is used largely for organizing, manipulating, and charting numerical information data (spreadsheets and ledgers). You can use Excel to sort and chart both simple and complex data. Some uses for Excel include:

- Class roll/attendance
- Creating budgets
- Creating invoice templates and tracking inventory control
- Data charts
- Graphing lessons
- KWL (Know, Want to know, Learned)
- Compare and contrast
- Multiplication tables

Microsoft Word is a word processing application equipped with templates and Wizards to help you create useful documents such as resumes, letters, and fax cover sheets. Use features such as tables and clip art to create documents with custom graphics. Some uses for Word include:

- Brochures and newsletters
- Calendars
- Spelling/Vocabulary lists
- Reports
- Lesson plans

Similar to the Snow-Bound sessions offered earlier this year, registration is not taken for these four Horizon Wimba workshops. The Microsoft Word and Microsoft Excel workshops are offered on a first-come-first served basis and are limited to the first 23 participants who sign in to Horizon Wimba.

# Certified Teacher Workshop

## English as a Second Language

### Summer 2008

### Pre-Workshop Activity

#### Part I: Immigration and Citizenship: The New Test

Go to the following website: <http://www.uscis.gov/newtest>; read this page carefully, and bring any questions you have to the workshop.

Scroll down to the bottom of the page to find a list of documents pertinent to the new citizenship test. View these as you like, and download and print the following:

Vocabulary list for the reading test;

Vocabulary list for the writing test.

Download the NQcompared.pdf attachment. This is a comparison of the 96 questions asked on the old civics portion of the test vs. the 100 that will be asked on the new.

Finally, answer the following two questions on a separate sheet of paper:

If the reading and writing portions of the new test will use *only* the words listed on the respective vocabulary list, describe how you might use the list in preparing students for these parts of the test;

What thoughts do you have on the redesign of the 100 Questions? How are they different? Are they better or worse or neither? Why do you think so?

#### Part II: Social Identity

"As I have understood it, social identity refers to the relationship between the individual and the larger social world, as mediated through institutions such as families, schools, workplaces, social services, and law courts.

I have asked to what extent this relationship must be understood with reference to a person's race, gender, class, or ethnicity" (Norton, 1997).

Start by reading the following article:

*Social Identity and the Adult ESL Classroom* (Ullman, 1997). This article is an easy read, and provides a brief overview of the concept of social identity as well as a bit of background, including ideas about incorporating it in the classroom.

Now, read *two of the three* articles listed below:

*Learning to Forget: Reflections on Identity and Language* (Baez, 2002). This essay, written by a Latino professional, concerns the loss of his Puerto Rican identity, and discusses the contradictions inherent in "losing" a part of oneself in order to "become" another self.

*Adult Learning in a Non-Western Context: The Influence of Culture in a Senegalese Farming Village* (Diouf, Sheckly & Kerhahn, 2000). This article focuses more on contradictory systems of education than identity in a strict sense, but it asks that we consider the potential disconnect between our western, formal education patterns and the more informal educational practices that many of our students may be more familiar and/or comfortable with. Feel free to skim the section on methodology.

*Language Learning, Social Identity, and Immigrant Women* (Norton Pierce, 1994). This article is fairly dense and theoretical, so feel free to skim sections one and two; sections three, four and five, though, give some real world examples of how social identity comes into play as women immigrants attempt to make lives for themselves and their families in Canada.